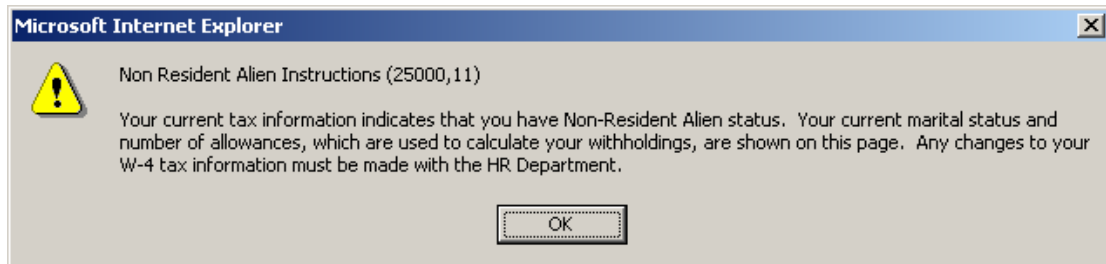


Reviewing or Changing Your Federal Tax Withholding (W-4) Information

Reviewing Your Federal Tax Withholding (W-4) Information

1. Select **Self Service, Employee, Home, [Employee Home](#)**. The **Employee Home** page displays. Click on **[Payroll and Compensation Home](#)** to go to the **Payroll and Compensation Home** page.
 - **NOTE:** You can also select **Self Service, Employee, Home, [Payroll and Compensation Home](#)**. The **Payroll and Compensation Home** page displays.
2. Click on **[W-4 Tax Information](#)** in the **Taxes** section. The **W-4 Tax Information** page displays.
 - **NOTE 1:** You can also select **Self Service, Employee, Tasks, [W-4 Tax Information](#)**.
 - **NOTE 2:** If you are a Non-Resident Alien, you will receive the following message:



- Click on  to continue.

W-4 Tax Information

Sample Employee
Board of Regents Social Security #: [View details](#)

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

You may also choose to file a new G-4 to modify the amount of state income tax that is withheld if your tax situation changes. The Form G-4 cannot be updated on-line at this time. Please click the G-4 Tax Form link at the bottom of this page and print the form. Return the completed form to your HR department to modify your state withholdings.

Home Address

1234 Self Service Lane
Anywhere GA 30999

Mailing Address

1234 Self Service Ave
Anywhere GA 30999

3. Review the following information on this page.

- **General**
 - **NOTE:** For security reasons, your Social Security number is not shown. You can see this number by mousing over [View details](#) and the number will be shown in a hover-text box.
- **Home Address**

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld for each paycheck

Indicate Marital Status:
 Single Married
 If married, but withholding at single rate, select Single status and check here.

If your last name differs from that shown on your social security card, check here.
 You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for and I certify that I meet **BOTH** of the following conditions for exemption:

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check 'Exempt' here:

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Go To: [Employee Home](#)
[Payroll and Compensation Home](#)
[G-4 Tax Form](#)

4. Review the following information on this page:
 - **W-4 Tax Data**
 - **Claim Exemption**

Changing Your Federal Tax Withholding (W-4) Information

1. Enter or select the appropriate information in the fields in the **W-4 Tax Data** and/or **Claim Exception** sections as needed.
 - **NOTE:** Fields marked with an * are required fields.
2. Click on . The **Verify Identity** page displays.

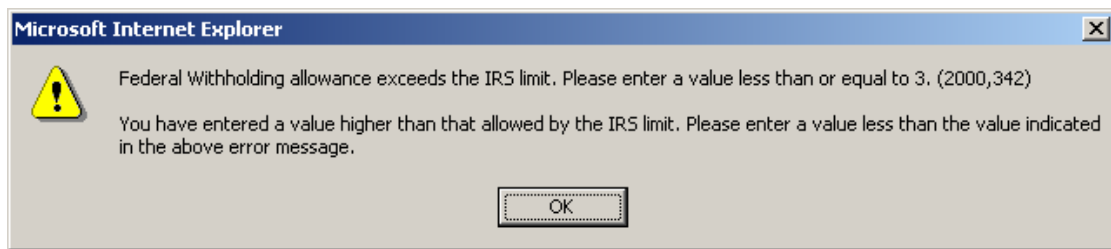
Verify Identity


To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: SAMPLE_EMPLOYEE

Password:

- **NOTE:** If you claim a number of exemptions that is higher than that allowed by the IRS because of a tax levy or lien, you will receive the following message:



- Click on to continue.
3. Enter your **Password** in the **Password** field.
 4. Click on . This brings you to the **Submit Confirmation** page.
 5. Verify  The Submit was successful. appears.
 6. Click on . This brings you back to the **W-4 Tax Information** page.